



The City of Hialeah, Florida (hereinafter referred to as the "City"), is hereby soliciting Bids from all qualified companies, entities or organizations to supply the City of Hialeah Risk Department with Life & Accidental Death & Dismemberment Coverage. Any qualified company ("Person") wishing to submit a Bid shall comply with the requirements contained in this Invitation to Bid ("ITB" or "Solicitation") for Life & Life & Accidental Death & Dismemberment Coverage (ITB Number: 2016-17-0240-00-005).

The objective of this ITB is to obtain proposals on basic group term life and supplemental term life insurance with accidental death and dismemberment coverage. The City seeks proposals for a thirty six (36) month basic group term life and supplemental term life insurance with accidental death and dismemberment coverage.

Each Bid shall be submitted in two (2) separate sealed envelopes; one (1) envelope shall contain the "Qualifications Package" and the second envelope shall contain the "Cost Package". The outside of each sealed envelope must clearly indicate the name and number of this ITB (Life & Life & Accidental Death & Dismemberment Coverage; ITB Number: 2016-17-0240-00-005); the Bidder's name and address; and the name and telephone number of the Bidder's contact person. Each envelope shall be marked as either the "Qualifications Package" or the "Cost Package."

Each Bid must be delivered to the City Clerk no later than the date and time specified below as the "Deadline for Submittal of Bids." Bids received after said date and time will not be considered. No time extensions will be granted. Each Bid must be delivered to the City of Hialeah, Office of the City Clerk, Hialeah City Hall, 3<sup>rd</sup> floor, 501 Palm Avenue, Hialeah, FL 33010.

**The City's schedule for this Solicitation is as follows:**

Event	Date	Time
Advertisement Date:	Tuesday April 4, 2017	
Last Date for Receipt of Written Questions:	Tuesday April 18, 2017	2:00 PM
Deadline for Submittal of Bids:	Tuesday, April 25, 2017	11:00 AM
Evaluation of Responses:	April 25-May 5, 2017	
City Council Contract Approval Date:	TBD	

*(The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.)*

Copies of this Solicitation may be obtained from the Purchasing Department.

**ACCEPTANCE AND REJECTION OF BIDS**

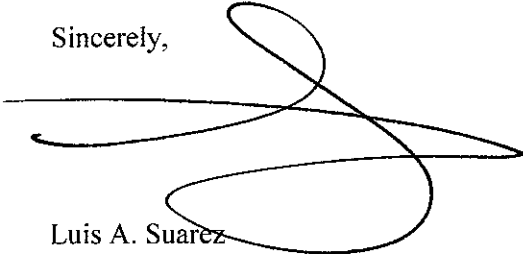
Each Bidder should carefully review the entire text of the City's Solicitation. The Solicitation describes the City's rights and the Bidder's obligations. Among other things, the City reserves its right to: reject any or all Bids, with or without cause; waive minor irregularities with regard to the Bid requirements and the Bids received; and award the City's work to a Bidder that is responsive, responsible, and provides the best overall value to the City, as determined by the City in its discretion. By submitting a Bid in response to this Solicitation, a Bidder acknowledges that it accepts all of the terms, conditions, and limitations imposed on the Bidder by this Solicitation.

A Bid may be withdrawn prior to the deadline for submitting Bids to the City under this ITB. Any Bid that is not withdrawn in time shall constitute an irrevocable offer to provide the services requested herein. The offer shall remain in effect for the period of one hundred eighty (180) days after the deadline for submitting the Bid.

Please be advised that this Solicitation is issued subject to the City of Hialeah's Code of Ordinances. Communications with the Mayor, City Council, and City Staff are restricted as provided at 6.18 of Section VI Guidelines and General Information.

We look forward to your active participation in this Solicitation.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'S' shape with a horizontal line extending to the left and a loop at the bottom.

Luis A. Suarez  
Acting Purchasing Manager